



# Wyoming State Treasurer

New Deposit Process

Presented by

Erica Legerski, Director of Finance

# Why am I here??

- State Treasurer's Office (STO) is implementing a new deposit process.
  - Convenience
  - Cash flow is more important than ever
- New Deposits Process (Two phases)
  - Phase I – Bank Deposits
  - Phase II – Submitting documents to STO electronically



- Presentation probably will not take the full 2 hours, but we wanted to leave time for questions.

- Introductions

- Housekeeping
  - Food and Drink
  - Restrooms



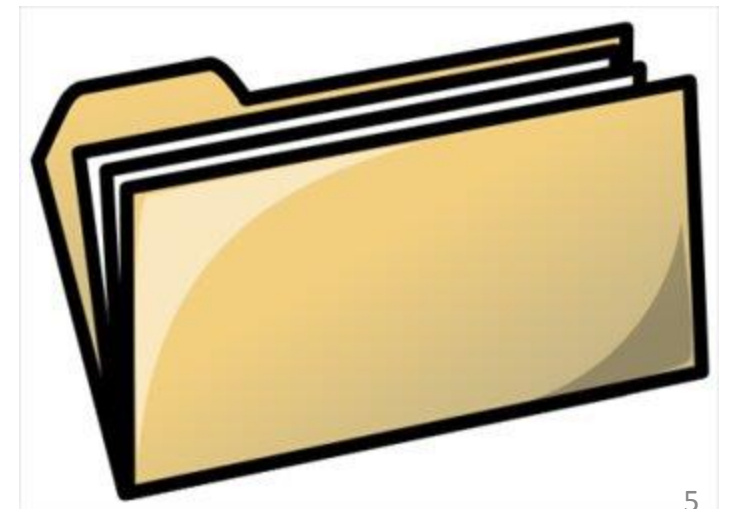
# Agenda

- Packets
- Banking Services
- Changes to Deposit Process
- Types of Deposits
  - Bank Deposits
  - Desktop Deposits
  - Electronic Deposits
- Deposit Work Flow
- Bank Reports
- Deposit Corrections
- Wells Fargo Demo
- WOLFS 101 Document
- Housekeeping
- Phase II
- Return Items
- Survey



# Packets

- All attendee packets will include the following:
  - Cash Management Plan Letter
  - System Requirements
  - Copy of Presentation
- One person from each Agency will receive a packet with additional items:
  - Cover letter with account information
  - Deposit slips
  - Deposit bags (Stagecoach)



# Banking Services

- RFP resulted in retaining Wells Fargo
- A new, more efficient process for making/processing deposits will be implemented.
  - Giving agencies access to their own accounts and reports – more transparency
  - Agencies making their deposits directly to the bank – ease of deposits
  - STO will no longer have the courier service.



Together we'll go far



# Changes to Deposit Process

- Agencies will take deposits to bank and no longer to STO drop box.
- Most Agencies will be assigned their own bank account.
  - This was determined based on the type of deposits and volume
  - Some agencies will be assigned new account numbers, some will be co-mingled with other agencies and others will consolidate their current electronic and deposit accounts.
  - Enables agencies to see all deposits ie: Bank, Desktop and Electronic



# Types of Deposits

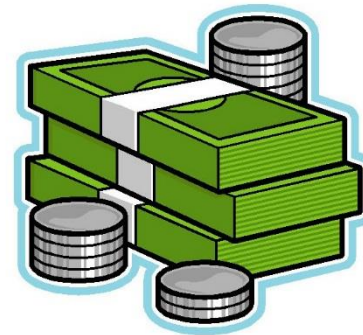
Bank Deposits – deposits taken directly to the bank by agencies

- Cash/Coin
- Checks
- Items that won't scan
- Foreign currency

Desktop Deposits – deposits made using the desktop scanners

Electronic

- ACH/Credit Card (CC)
- Wire





# Bank Deposits

Agencies will take bank deposits directly to the bank:

- A deposit slip will need to be included with all bank deposits
- Large deposits will need to be placed in the plastic deposit bags provided by STO and taken inside
- All cash/coin and checks
- Any item that will not process through the desktop deposit scanner
- Foreign Currency



# Deposit Slips

- The deposit slips are 3 part
  - White – attaches to the deposit and goes to the bank
  - 2nd – send to Treasurer's Office with WOLFS 101 & CR header
  - 3rd – retain for agency's records

Remember to write your agency number in the center area under the "List Each Check".

NOTE: Be sure to press hard enough that the writing comes through clearly on all the copies so you can read yours!

# Deposit Slip Samples

DEPOSIT TICKET 99-109/1023 3909 5454302067

STATE OF WYOMING TREASURERS  
DAILY ACCOUNT  
STATE CAPITOL  
CHEYENNE, WY 82002-0001

DATE \_\_\_\_\_

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
INCLUDE ADDING MACHINE TAPE LISTING

	DOLLARS	CENTS
TOTAL CURRENCY	Cash	
TOTAL COIN	Coin	
TOTAL FOOD STAMPS	Checks, if any	

LIST EACH CHECK

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

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25 \_\_\_\_\_

26 \_\_\_\_\_

27 \_\_\_\_\_

28 \_\_\_\_\_

TOTAL DEPOSIT

TOTAL FROM OTHER SIDE OR ATTACHED LIST

PLEASE PRESENTER TOTAL HERE

Total

DEPOSIT TICKET 99-109/1023 3909 5454302067

STATE OF WYOMING TREASURERS  
DAILY ACCOUNT  
STATE CAPITOL  
CHEYENNE, WY 82002-0001

DATE \_\_\_\_\_

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
INCLUDE ADDING MACHINE TAPE LISTING

	DOLLARS	CENTS
TOTAL CURRENCY		
TOTAL COIN		
TOTAL FOOD STAMPS		

LIST EACH CHECK

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

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23 \_\_\_\_\_

24 \_\_\_\_\_

25 \_\_\_\_\_

26 \_\_\_\_\_

27 \_\_\_\_\_

28 \_\_\_\_\_

TOTAL DEPOSIT

TOTAL FROM OTHER SIDE OR ATTACHED LIST

PLEASE PRESENTER TOTAL HERE

Be sure to press hard enough when completing the deposit slip so that it shows

Send this copy with the CR and backup documentation to the Treasurer's Office

DEPOSIT TICKET 99-109/1023 3909 5454302067

STATE OF WYOMING TREASURERS  
DAILY ACCOUNT  
STATE CAPITOL  
CHEYENNE, WY 82002-0001

DATE \_\_\_\_\_

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
INCLUDE ADDING MACHINE TAPE LISTING

	DOLLARS	CENTS
TOTAL CURRENCY		
TOTAL COIN		
TOTAL FOOD STAMPS		

LIST EACH CHECK

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

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7 \_\_\_\_\_

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27 \_\_\_\_\_

28 \_\_\_\_\_

TOTAL DEPOSIT

TOTAL FROM OTHER SIDE OR ATTACHED LIST

PLEASE PRESENTER TOTAL HERE

Be sure to press hard enough when completing the deposit slip so that it shows

Retain this copy for agency records.

# Deposit Bags (Stagecoach)

- The plastic deposit bags may be used by the agency.
- Use a bag for all cash, place the cash in the top pouch.
- Before sealing the top pouch, for your safety have a 2<sup>nd</sup> person count, verify and initial the dollar amount listed on the bag.
- Second verifier, should seal the top pouch.



# Top Portion of Deposit Bag

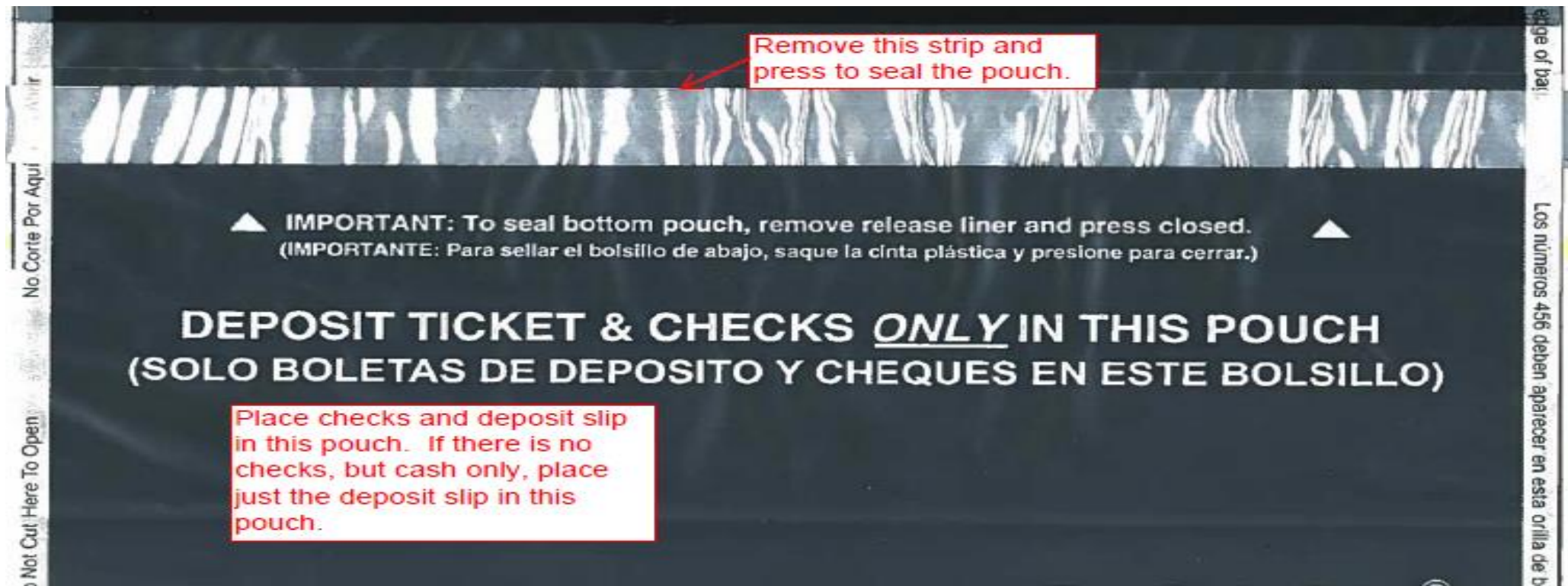
- Complete the top tear off portion of the deposit bag
- Place the cash/coin in the top pouch
- Remove the silver strip and seal the bag.





# Bottom Section of Deposit Bag (cont.)

- In the very bottom pouch, place the checks with the deposit slip.
- If there are no checks, just place the deposit slip.
- Remove the silver strip to seal the bag.



# Ways to Make Bank Deposits

- Agencies can make their deposits using the drive thru at the bank.
  - A plastic deposit bag is not required at the drive thru
  - Use the drive thru for smaller (quantity) deposits
    - Less than 20
- Use the plastic deposit bags for larger (quantity) deposits and must be taken inside the bank.



# Desktop Deposit Process



Desktop deposits are convenient.

- The scanner just sits on the desk.
- From the comfort of your office, just endorse the checks , put them in scanner, and they automatically scan.
- Verify the legal amount with the amount scanned.
- Can you read the image??
- Submit the deposit.
- The deposit goes immediately to the bank.
- No going out in the weather.
- Just send a copy of the Desktop Deposit “Receipt” with the WOLFS 101 & CR header to the Treasurer’s Office

[stodeposits@wyo.gov](mailto:stodeposits@wyo.gov)





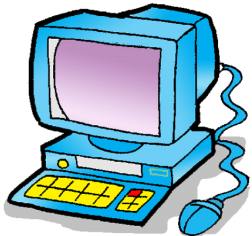
**Deposit Confirmation**

**Your deposit has been submitted. Please follow your internal procedures for storing the original paper items, and print this page for your records. (DTD8004)**

Confirmation Number:	160921204444298
Deposit Name:	[REDACTED]
Location ID:	
Deposit Amount:	\$ 43,461.15
Bag Number:	2
Submission Date:	09/21/2016 07:12:06 AM
Effective Date:	09/21/2016
Deposit Account:	[REDACTED]
No of Items:	44
Created By:	[REDACTED]
Deposited By:	[REDACTED]

# Desktop Scanner Requirements

- To set up a desktop scanner, have an IT person handy to assist with the technical set up.
- Users will be provided with login information from Wells Fargo via an email which will be necessary for process.
- A detailed list of system requirements for desktop scanners is included in the packets



# Interested in Desktop scanner???

Just do the following:

- Have a supervisor send a request for a desktop scanner to:  
[stodeposits@wyo.gov](mailto:stodeposits@wyo.gov) Subject: Scanner
- After May 9<sup>th</sup>, supervisors can visit the STO website and request Wells Fargo CEO access for agency personnel.

<https://statetreasurer.wyo.gov/Finances.aspx>



# Electronic Deposits

Electronic Deposits include:

- ACH/CC
- Wires

Agencies receiving new accounts remember to notify vendors of the new account number.



# Deposit Work Flow

## DAY 1

- This is the day the money is actually deposited into the bank
  - Desktop Deposit/Bank Deposit
  - Please have the deposit to the bank by 2 pm.
  - A WOLFS 101 is created the same day, entered in WOLFS, scanned and sent to the Treasurer's Office.
- Electronic Deposits might come in on this day as well, but will be processed on Day 2
  - ACH/CC
  - Wire



# Deposit Work Flow (cont.)

## DAY 2

- Download the Previous Day Composite Report from the Wells Fargo CEO website.
- Verify that all your Bank or Desktop Deposit are on the report.
- You will be able to see your Agency's Electronic Deposits too.
- Prepare a WOLFS 101 & CR document for each deposit (Electronic/Bank/Desktop), scan and email to STO.
- Please send to STO before noon.



# Bank Reports

- Utilizing Wells Fargo CEO website, agencies will be able to download reports
- The Previous Day Composite report will list each deposit separately.
- A Previous Day Return Item Detail report will also be available.



# Transaction Types on Bank Reports

- The different deposit types are identified on the Previous Day Composite Report
  - Commercial Deposit
    - Desktop Deposits
    - Bank Deposits (teller window or drive thru)
  - Miscellaneous ACH Credit
    - ACH/CC Received
  - Miscellaneous ACH Debit
    - Returned ACH (negative ACH)
    - Returned CC (negative credit cards)
  - Wires
    - Incoming
    - Outgoing – this should only be either the ZBA (Zero Balance Account) or manual book transfers done by STO







# Previous Day Composite Report

Custom

As of 03/15/2017

CUSTOMER ID: WYOM002

OPERATOR ID: PORTA002

STATE OF WYOMING

03/16/2017 11:29 AM ET

Commercial Electronic Office®

Treasury Information Reporting

Currency:USD

Bank: 121000248

Account: [REDACTED] (WY)

WELLS FARGO BANK, N.A.

## Balances

Closing Ledger Balance	.00
Closing Collected Balance	.00
Opening Available Balance	.00
One Day Float	.00
Two+ Day Float	.00
MTD Average Closing Ledger Balance	.00
MTD Average Closing Collected Balance	.00
Total Credits	4,136.00
Total Debits	4,136.00
Total Number Credits	5
Total Number Debits	1

## Summaries

Type of Credit	Number of Items	Amount
Total Adjustment Credits	1	0.00
Total Deposits	5	4,136.00
<b>Credit Totals</b>	<b>6</b>	<b>4,136.00</b>
Type of Debit	Number of Items	Amount
Total ZBA Debits	1	4,136.00
<b>Debit Totals</b>	<b>1</b>	<b>4,136.00</b>

## Credit Transactions

3/15/2017	397 / FLOAT ADJUSTMENT Cust Ref: 00000000337 Float-Zero Day: .00 One Day: .00 Two+ Day: 15.00 REDEP ADJ - PAPER	Credit Amount: Bank Ref:	0.00
3/15/2017	301 / COMMERCIAL DEPOSIT Cust Ref: 000000009641 Float-Zero Day: 1,212.00 One Day: 235.00 Two+ Day: 506.00 POST VERIFY DEPOSIT	Credit Amount: Bank Ref: IA001287267744	1,953.00

## Previous Day Composite Report

Custom

As of 04/24/2017

CUSTOMER ID: WYOM002

OPERATOR ID: PORTA002

STATE OF WYOMING

04/25/2017 10:16 AM ET

Commercial Electronic Office®

Treasury Information Reporting

Currency: USD

Bank: [REDACTED]

[REDACTED] (WY)

## Balances

Closing Ledger Balance	2,295,774.10
Closing Collected Balance	2,295,774.10
Opening Available Balance	2,295,774.10
One Day Float	.00
Two+ Day Float	.00
MTD Average Closing Ledger Balance	95,949.73
MTD Average Closing Collected Balance	95,949.73
Total Credits	11,528,500.44
Total Debits	9,232,726.34
Total Number Credits	31
Total Number Debits	3

## Summaries

Type of Credit	Number of Items	Amount
Total ACH Credits	20	4,426,120.14
Total Wire Transfer Credits	11	7,102,380.30
<b>Credit Totals</b>	<b>31</b>	<b>11,528,500.44</b>
Type of Debit	Number of Items	Amount
Total ACH Debits	1	3,663.70
Total Wire Transfer Debits	2	9,229,062.64
<b>Debit Totals</b>	<b>3</b>	<b>9,232,726.34</b>

## Credit Transactions

4/24/2017	169 / MISCELLANEOUS ACH CREDIT Cust Ref: 000000000000 ACH ORIGINATION - WYDOR - FILE 6830208667 COID 6830208667	Credit Amount: Bank Ref: LA000013699783	2,146,470.38
4/24/2017	195 / INCOMING MONEY TRANSFER Cust Ref: 000000000000 Unique ID: RG170424003136 WT FED#01442 CITIBANK N.A. /ORG=EOG RESOURCES, INC. SRF# D0371091093601 TRN#170424003136 RFB#	Credit Amount: Bank Ref: LA009937397752	2,166,620.76



# Previous Day Return Item Detail Report

Returns

As of 03/15/2017

CUSTOMER ID: WYOM002  
OPERATOR ID: PORTA002

STATE OF WYOMING  
03/16/2017 11:48 AM ET

Commercial Electronic Office®

Treasury Information Reporting

Currency:USD  
Bank: 102301092  
Account: [REDACTED] (WY)  
Redeposits reported 0.00 & above. Chargebacks reported 0.00 & above.

WELLS FARGO BANK, N.A.  
General

No data available for this account

Currency:USD  
Bank: 102301092  
Account: [REDACTED] (WY)  
Redeposits reported 0.00 & above. Chargebacks reported 0.00 & above.

WELLS FARGO BANK, N.A.  
Daily

Paper Returns

Amount		Transaction Details	
<a href="#">44.00</a>		Disposition: Chargeback Reason: A - NSF-Insuf Funds Location: N/A Deposit Date: 03/13/2017	Bank ID: 324078909 Account Number: [REDACTED] Serial Number: 619
Maker Name: [REDACTED]			
Item ID: 031317256277150 Deposit ID: 170313217927652 Ceo ID: WYOM002 Deposit Bag No: DE09521628 Deposit Name: BI 1 Deposited By: [REDACTED] [REDACTED]			

# Deposit Corrections

- The Deposit Corrections will appear on the Previous Day Composite report.
- The description will be as follows:
  - Miscellaneous Debit
    - Listed as the first transaction under Debit Transactions
  - Miscellaneous Credit
    - Listed as the first transaction under Credit Transactions



# Sample of Deposit Correction on Report

## Deposit Correction Debit



### Previous Day Composite Report

Custom

As of 04/05/2017

CUSTOMER ID: WYOM002

OPERATOR ID: JANIJ072

STATE OF WYOMING

04/06/2017 09:14 AM ET

Commercial Electronic Office®

Treasury Information Reporting

#### Summaries

Comprehensive report with previous day balance, summaries, and transaction detail		
Type of Credit	Number of Items	Amount
Total Deposits	24	27,113.71
<b>Credit Totals</b>	<b>24</b>	<b>27,113.71</b>

Comprehensive report with previous day balance, summaries, and transaction detail		
Type of Debit	Number of Items	Amount
Total Miscellaneous Debits	1	10.00
Total ZBA Debits	1	27,103.71
<b>Debit Totals</b>	<b>2</b>	<b>27,113.71</b>

Deposit  
Correction

# Deposit Corrections (cont.)

The amount that ZBAs (auto transfers out of the deposit account into the General account) will be the net figure (deposits +/- deposit correction).

Do not process a WOLFS 101 & CR for the net figure.

- WOLFS 101 & CR for the deposits
- WOLFS 101 & CR for the deposit correction.



If there is not enough information on the Previous Day Composite Report describing the deposit correction, please email STO requesting further information and STO will contact the bank for further details.

[stodeposits@wyo.gov](mailto:stodeposits@wyo.gov)

# Wells Fargo CEO – Demo

The Wells Fargo logo, consisting of the words "WELLS" and "FARGO" in a bold, yellow, serif font, stacked vertically within a red square.

# WOLFS 101 Document

- Agencies will need to create a WOLFS 101 & CR for each deposit listed on the Previous Day Composite report.
- The type of deposit will need to be specified
  - Direct to the Bank (cash/coin/checks)
  - ACH/CC
  - Wire
  - Deposit Correction
- One WOLFS 101 & CR per deposit type

BANK (TOOK TO BANK)	_____
DESKTOP	_____
ELECTRONIC	
ACH/Credit Card	_____
WIRE	_____
Deposit Correction	_____
DEPOSIT TOTAL	\$ _____ -



# WOLFS 101 & CR Document ID Number

- The document ID number on the WOLFS 101 needs to be EXACTLY the same the document ID entered on the CR document in WOLFS.
- Use all the middle/leading zeros
  - 20 characters
- (Examples)
  - Incorrect (ell022717-1)
  - Correct (ell022717000000000001)
  - Incorrect (ellCAPIS\*0417)
  - Correct (ellCAPIS00000000000417)



# Bank Deposit Date and WOLFS 101 Document Date

The Bank Date on the WOLFS 101 needs to reflect the date the money was deposited into the bank.

- The WOLFS 101 Bank Date – Bank Deposits
  - Use the date the deposit was taken to the bank
- The WOLFS 101 Bank Date – Desktop Deposits
  - The date the desktop deposit was submitted to the bank
- The WOLFS 101 Bank Date – Electronic Deposit
  - The date the money was deposited into the bank (prior day's date)



The WOLFS 101 form has changed slightly.

- Enter only 1 CR per page



- Copy/Paste CR header screen information on bottom of WOLFS 101 form



WOLFS-101		STATE OF WYOMING		RECEIPT AND TRANSMITTAL		Approval	
TO: THE TREASURER'S OFFICE		BANK		MM	DD	YY	Document Approval
FROM:		DATE:					Screen Approval
AGENCY NO.		AGENCY NAME		Date Approved			
AGENCY AUTHORIZED SIGNATURE							
SINGLE CASH RECEIPT							
DOCUMENT ID		TRAN	AGENCY	ID NUMBER			
		BANK (TOOK TO BANK)					
		DESKTOP					
		ELECTRONIC					
		ACH/Credit Card					
		WIRE					
		Deposit Correction					
		DEPOSIT TOTAL \$ -					
RECEIVED BY		DATE					
PASTE WOLFS HEADER INFORMATION HERE							
Rev.03/14/17							

# Deposit Housekeeping

- WOLFS 101 matches the date the money was deposited into the bank
- Document ID on the WOLFS 101 form matches the CR Document ID in WOLFS including all zeros
- Deposits to the bank before 2 p.m. in order to ensure the bank gets it processed current day
- WOLFS 101, CR header, deposit slip or desktop screenshot to STO by noon



# Deposit Supplies

Treasurer's Office Website will have a link for ordering deposit supplies:

- Deposit slips
- Plastic Deposit Bags

<https://statetreasurer.wyo.gov/Finances.aspx>

Available after May 9<sup>th</sup>

# Agency To Do List:

- Contact Vendors
  - Give new account number and/or ABA Number
- Contact Treasurer's Office
  - To Request Wells Fargo access for agency personnel visit the STO website after the May 9<sup>th</sup> meeting.



<https://statetreasurer.wyo.gov/Finances.aspx>

# STO To Do List:

- Give agency personnel access to Wells Fargo CEO
- Distribute deposit supplies to agencies
- Assist agencies with any issues
- By contract the Treasurer's Office is the liaison with Wells Fargo.



# Upcoming news....

- The Treasurer's Office is currently working on a new, more automated receipts process. (Phase II)
  - Early Fall
  - Each Deposit on one WOLFS 101 document and full document ID number
- Change in return item process

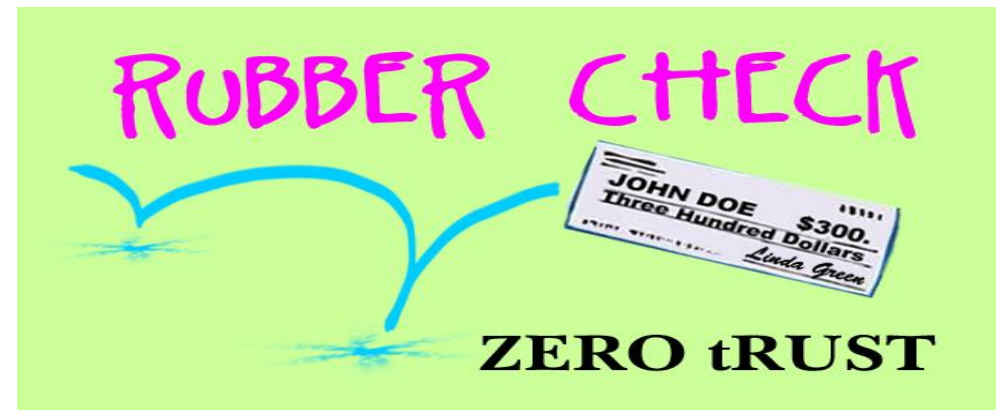




# Return Items – To Change or Not to Change??

- We are considering changing the return item process to make it quicker and more efficient.
- Currently:
  - Item is returned to STO by way of mail after 1<sup>st</sup> presentment
  - STO sends to SAO to process an RE document and notify agency

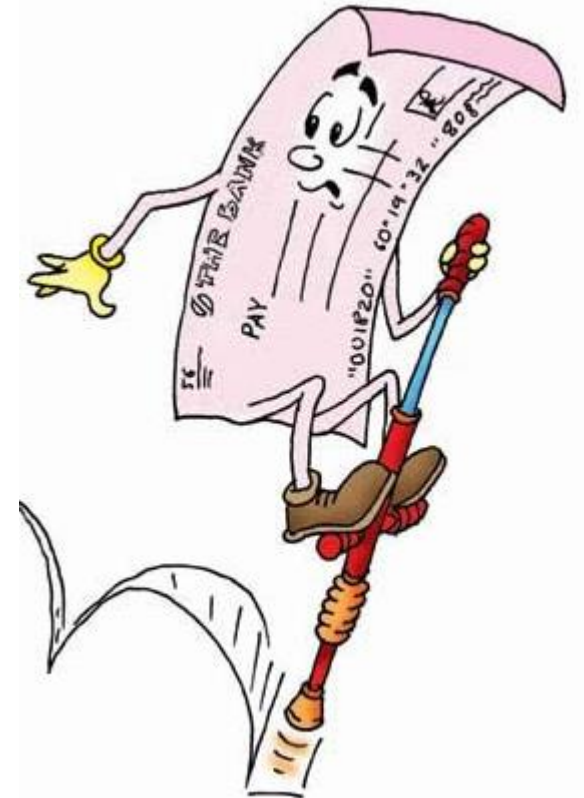
WAY TOO SLOOOOOW!!!!



# Return Items – Change???

Re-Deposit items that get returned:

- 1st presentment items that are returned will be submitted for redeposit by the bank.
  - Agencies will be able to see the item when it gets returned on a Previous Day Return Item Report (Disposition: Redeposit)
- If the Redeposited item is collected, the Disposition will change to Settled.
  - No RE document required.
- Does anyone know the % of returned items that get paid upon redeposit??



# Return Items – Change????

- If the Redeposit item is returned again, the Disposition will change to Chargeback and the account will then be debited.
  - RE document required
  - STO will receive the item by mail and sent SAO for processing

Disposition: Chargeback  
Reason: A - NSF-Insuf Funds  
Location: N/A  
Deposit Date: 03/13/2017

- Faster and less work!
- Thoughts, comments, concerns???

# Survey

- When you return to your office, please check your email
- We will be sending you a survey
- We would love to hear back from you regarding this session and specifically the return item process.



# Recap

- Packets
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# Q & A



